

SEPTEMBER 2016

Calendar of Events

All workshops are free and open to the public. Please sign up in advance. Space is limited so reserve yours today!

Call us today at
802-254-4555!

- ♦ The Career Resource Center will be closed on Monday, September 5th.
- ♦ Register with us online at www.vermontjoblink.com



**VDOL CAREER
RESOURCE CENTER**
232 MAIN STREET
BRATTLEBORO, VT
05301

OFFICE HOURS:
MONDAY-THURSDAY
7:45 TO 4:30
FRIDAY
9:45 TO 4:30

WEEKLY WORKSHOPS

FRIDAYS RESUME WRITING 2:00-3:00pm

This workshop is designed to help job seekers learn how to write an effective resume. Participants will gain the skills and knowledge needed to create this essential tool for an effective job search.

WEDNESDAYS JOB READINESS 9:00-10:00am

Job Readiness is a weekly job search group, covering topics such as job search skills, professional behavior, networking, finding and using local resources, achieving workplace success, time management, assessing your interests, and much more! Call ahead to learn the topic of the week!

FRIDAYS INTERVIEWING SKILLS 10:00-11:00 am

Our Interviewing Skills workshop prepares job seekers for all the aspects of the interview process, from how to prepare, how to answer difficult questions, all the way to how to follow up after the interview.

SPECIAL ANNOUNCEMENT!! This office closes daily for lunch from 12:15pm-1:00pm.

FEATURED EVENTS

SEPTEMBER 7th & 21st

WIOA ORIENTATION 2:00-3:00 pm

Interested in VDOL's training programs? Looking for opportunities to take classes, earn a certificate, or train on the job? Come to the Workforce Innovation & Opportunity Act

Orientation for more information about options you may qualify for! Call us at

802-254-4555 or ask at the front desk to pre-register.

THIS MONTH'S FEATURE: RESUME TIPS

What does the Career Resource Center Offer?

- ◇ Seven computers, free for anyone to use for employment-related purposes
- ◇ Faxing, copying, printing, and scanning
- ◇ Trained staff to help you with your job search and career choices
- ◇ Assistance with writing resumes and cover letters
- ◇ Hiring events for local employers
- ◇ Information about training and education resources

Are you an employer interested in a hiring event in our office? Please contact us at 802-254-4555 to set up a date and time!

1. Have a clear idea of how you want to present your professional life on paper before you begin; make a sketch before you sit down to type at a computer.
2. Organize your content into sections which will best represent your skills, education, and experience.
3. Tailor your resume to each job you apply to, highlighting skills that are essential to the job and are mentioned in the job description (if you are qualified for the position)
4. Visit the occupations section on www.vtلمي.info for examples of specific language for the industry that you are in.
5. Begin statements with action verbs and use the third person and past tense to represent past experience.
6. Lead with the most important information first: job title, place of business, dates, location.
7. Provide your professional references on a separate sheet of paper.

SEPTEMBER 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Interview Workshop 10:00-11:00 am Resume Workshop 2:00-3:00pm	3
4	5 Office Closed	6	7 Job Readiness 9:00-10:00am WIOA Orientation 2:00-3:00 pm	8	9 Interview Workshop 10:00-11:00 am Resume Workshop 2:00-3:00pm	10
11	12	13	14 Job Readiness 9:00-10:00am	15	16 Interview Workshop 10:00-11:00 am Resume Workshop 2:00-3:00pm	17
18	19	20	21 Job Readiness 9:00-10:00am WIOA Orientation 2:00-3:00 pm	22	23 Interview Workshop 10:00-11:00 am Resume Workshop 2:00-3:00pm	24
25	26	28	29 Job Readiness 9:00-10:00AM	30		

Hiring Events are highlighted in **bold**. Events listed are subject to change. Please call ahead of time if you plan on attending an event.